

CHAPTER 2



AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068-2E

CH-52

Updated: October 2012

TABLE OF CONTENTS
AIR TRAFFIC CONTROLLER (AC)

| | |
|--|------|
| SCOPE OF RATING | AC-3 |
| GENERAL INFORMATION | AC-4 |
| AIR TRAFFIC CONTROLLER | AC-5 |
| CONTROL TOWER OPERATIONS | AC-5 |
| EMERGENCY OPERATIONS | AC-5 |
| FLIGHT PLANNING | AC-6 |
| GENERAL OPERATING PROCEDURES | AC-6 |
| RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC) | AC-8 |
| TECHNICAL ADMINISTRATION | AC-9 |

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIR TRAFFIC CONTROLLER (AC)



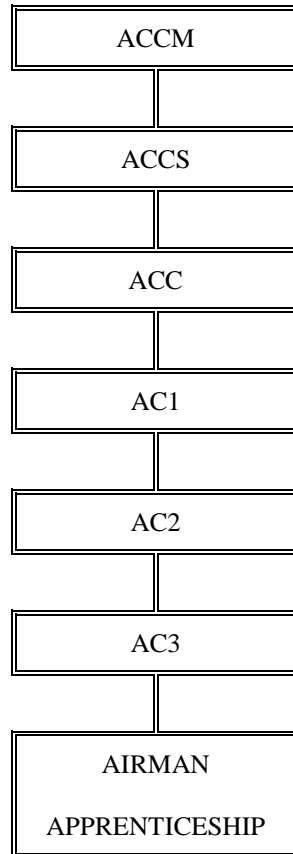
SCOPE OF RATING

Air Traffic Controllers (AC) provide air traffic control services in air traffic control towers, radar air traffic control facilities, fleet area control and surveillance facilities, and air operations offices ashore and afloat; operate radio communication systems and light signals; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); operate surveillance radar, precision radar, data link approach systems, Identification Friend or Foe (IFF) equipment and other air traffic control equipment; respond to emergency air traffic situations; maintain current flight planning information and reference material; and assist pilots in preparing and processing flight plans.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 2.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Limited Duty Officer can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Air Traffic Controller****Job Code****001307****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AIR TRAFFIC CONTROLLER

Short Title (10 Characters)

AIR CNTRL

Pay Plan

Enlisted

Career Field

AC

Other Relationships and Rules

NEC 6901, 6902, 6903, or 6904

Job Description

Air Traffic Controllers play a key role in the effective use of Naval airpower throughout the world in operational and training environments. Primary roles include preventing collisions between aircraft operating in the system and organizing and expediting the flow of traffic operating to and from airfields or the decks of Naval ships using radio, radar and lighting systems; control the movement of aircraft and vehicles on airfields; and issue instructions to pilots.

DoD Relationship**Group Title**

Air Traffic Control

DoD Code

122200

O*NET Relationship**Occupation Title**

Air Traffic Controllers

SOC Code

53-2021.00

Job Family

Transportation and Material Moving

Skills

Coordination

Speaking

Critical Thinking

Active Learning

Management of Material Resources

Monitoring

Judgment and Decision Making

Complex Problem Solving

Management of Personnel Resources

Writing

Abilities

Deductive Reasoning

Oral Expression

Speech Clarity

Inductive Reasoning

Problem Sensitivity

Written Comprehension

Selective Attention

Written Expression

Manual Dexterity

Arm-Hand Steadiness

CONTROL TOWER OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct daily airfield inspections

E4

CORE

Conduct runway visual scans

E4

CORE

Control aircraft movement on airfields

E4

CORE

Control vehicles on airfields

E4

CORE

Coordinate runway use

E4

CORE

Operate airfield lighting systems

E5

CORE

Plan assigned runways use

E4

CORE

Separate and sequence aircraft in tower

E5

CORE

Supervise tower watch teams

EMERGENCY OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Activate airfield emergency alarms

E4

CORE

Control aircraft experiencing emergencies

E4

CORE

Direct vehicles to emergency sites

E4

CORE

Test emergency alarms

FLIGHT PLANNING

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E4 | CORE | Conduct overdue aircraft search |
| E5 | CORE | Coordinate aircraft inspections (agricultural, customs, immigration, etc.) |
| E4 | CORE | Coordinate Distinguished Visitor (DV) movements |
| E4 | CORE | Draft and submit aircraft movement messages |
| E4 | CORE | Input Notices To Airmen (NOTAM) |
| E4 | CORE | Issue Prior Permission Required (PPR) approvals |
| E7 | NON-CORE | Manage air traffic control Notice To Airman (NOTAM) support for Department of the Navy (DoN) |
| E4 | CORE | Process flight plans |
| E4 | CORE | Supervise flight planning |

GENERAL OPERATING PROCEDURES

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E6 | CORE | Brief pilots on local course rules |
| E6 | CORE | Brief watch teams |
| E4 | CORE | Conduct missing aircraft initial search |
| E5 | CORE | Control aircraft in holding pattern |
| E5 | CORE | Control special handling aircraft evolutions |
| E6 | CORE | Coordinate Air Traffic Control (ATC) issues with civil authorities |
| E6 | CORE | Coordinate Air Traffic Control (ATC) issues with other military agencies |
| E5 | CORE | Coordinate Air Traffic Control (ATC) led airspace |
| E4 | CORE | Coordinate aircraft information with transient line |
| E4 | CORE | Coordinate aircraft movement |
| E4 | CORE | Coordinate arresting gear operations and maintenance |
| E6 | CORE | Coordinate combat missions |
| E5 | CORE | Coordinate flight operations |
| E6 | CORE | Coordinate information regarding Electronic Countermeasure (ECM) incidents to controllers, pilots, facilities, etc. |
| E5 | CORE | Coordinate maintenance of Air Traffic Control (ATC) equipment |
| E5 | CORE | Coordinate Medical Evacuation (MEDEVAC) movement |
| E7 | NON-CORE | Coordinate National Aeronautics and Space Administration (NASA) operations |
| E6 | CORE | Coordinate noise abatement procedures |
| E5 | CORE | Coordinate Search and Rescue (SAR) operations |
| E5 | CORE | Decode Air Traffic Control (ATC) communication messages |
| E6 | CORE | Deconflict airspace matters |
| E4 | CORE | Destroy classified material |
| E4 | CORE | Direct radio frequency changes |
| E4 | CORE | Display Air Traffic Control (ATC) equipment status |
| E4 | CORE | Display flight information |
| E4 | CORE | Disseminate bird activity reports |

| | | |
|----|------|--|
| E4 | CORE | Disseminate Hazards of Electromagnetic Radiation Ordnance (HERO) conditions |
| E4 | CORE | Disseminate weather reports |
| E4 | CORE | Enter flight plan information into National Airspace System (NAS) |
| E6 | CORE | Implement Severe Weather Avoidance Plan (SWAP) |
| E4 | CORE | Instruct Air Traffic Control (ATC) trainees |
| E4 | CORE | Investigate Emergency Locator Transmitter (ELT) signals |
| E4 | CORE | Issue advance non-control information to aircraft |
| E4 | CORE | Issue advisories |
| E4 | CORE | Issue Air Traffic Control (ATC) clearances |
| E4 | CORE | Issue Air Traffic Control (ATC) wake turbulence advisories |
| E4 | CORE | Issue air traffic control safety alerts |
| E4 | CORE | Issue aircraft clearance delay notices |
| E4 | CORE | Issue control instructions to aircraft |
| E4 | CORE | Issue control instructions to Unmanned Aerial Vehicles (UAV) pilots |
| E4 | CORE | Issue expeditionary control instructions |
| E4 | CORE | Issue non-radar routings for Instrument Flight Rules (IFR) aircraft |
| E4 | CORE | Issue weather observations |
| E4 | CORE | Maintain aeronautical charts and publications |
| E4 | CORE | Maintain current weather reports for flight operations |
| E6 | CORE | Maintain operational continuity of Air Traffic Control (ATC) watch teams |
| E4 | CORE | Maintain squadron flight schedules |
| E6 | CORE | Monitor Air Traffic Control (ATC) training programs |
| E5 | CORE | Monitor aircraft during Electronic Emission Control (EMCON) |
| E4 | CORE | Monitor assigned airspace |
| E4 | CORE | Monitor Automated Surface Observation System (ASOS) displays |
| E5 | CORE | Monitor Hazards of Electromagnetic Radiation Ordnance (HERO) conditions |
| E5 | CORE | Monitor national security and safety of flight communications |
| E4 | CORE | Monitor Navigation Aids (NAVAIDS) alarms |
| E5 | CORE | Notify enroute and destination stations of aircraft requiring special handling |
| E4 | CORE | Obtain aircraft fuel states |
| E4 | CORE | Obtain aircraft position reports |
| E4 | CORE | Obtain Pilot Reports (PIREP) |
| E4 | CORE | Operate Air Traffic Control (ATC) equipment |
| E4 | CORE | Plot positions (ship, airfield, etc.) |
| E6 | CORE | Process facility records and reports |
| E4 | CORE | Process flight progress strips |
| E4 | CORE | Provide additional services to aircraft |
| E4 | CORE | Relay aircraft ordnance handling information |
| E4 | CORE | Report airspace encroachment |
| E5 | CORE | Report national security threats |

| | | |
|----|------|---|
| E5 | CORE | Report operational errors or deviations |
| E4 | CORE | Report unusual occurrences |
| E4 | CORE | Report weather hazards |
| E4 | CORE | Safeguard classified material |
| E6 | CORE | Supervise aircraft evolutions |
| E6 | CORE | Supervise expeditionary watch teams |
| E6 | CORE | Update Air Traffic Control (ATC) forms and logs |
| E4 | CORE | Vector aircraft |

RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E4 | CORE | Adjust Air Traffic Control (ATC) radar consoles |
| E4 | CORE | Brief Air Combat Element (ACE) |
| E4 | CORE | Compile and disseminate pre-launch data |
| E4 | CORE | Conduct radar final approaches |
| E4 | CORE | Control aircraft in Special Use Airspace (SUA) |
| E5 | CORE | Control aircraft refueling evolutions |
| E6 | CORE | Coordinate air to air refueling |
| E6 | CORE | Coordinate shipboard airspace |
| E5 | CORE | Decode Identification Friend or Foe (IFF) Hydraulics, Electrical, Fuel, Oxygen, Engine (HEFOE) information |
| E7 | NON-CORE | Draft video map data requests |
| E4 | CORE | Establish radar contact |
| E7 | CORE | Manage shipboard aircraft evolutions |
| E4 | CORE | Monitor instrument approaches |
| E4 | NON-CORE | Perform green crown operations |
| E5 | CORE | Perform tactical Air Traffic Control (ATC) assault procedures |
| E4 | CORE | Relay mission coordination assistance |
| E6 | NON-CORE | Schedule airspace users |
| E4 | CORE | Separate and sequence aircraft in radar |
| E4 | CORE | Supervise air operations watch teams |
| E6 | CORE | Supervise air traffic control shipboard operations |
| E5 | CORE | Supervise radar watch teams |
| E4 | CORE | Transfer radar identification |
| E4 | CORE | Update Air Traffic Control (ATC) status boards and Integrated Shipboard Information Systems (ISIS) |

TECHNICAL ADMINISTRATION

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E7 | NON-CORE | Conduct airfield site surveys |
| E7 | CORE | Coordinate Air Traffic Control (ATC) equipment issues with In-Service Engineering Activity (ISEA) |
| E7 | CORE | Coordinate Air Traffic Control (ATC) system upgrades |
| E7 | CORE | Develop open skies treaty messages |
| E7 | NON-CORE | Evaluate Air Traffic Control (ATC) facilities for Federal Aviation Administration (FAA) and Department of the Navy (DoN) procedural compliance |
| E7 | CORE | Evaluate Air Traffic Control (ATC) procedure change proposals |
| E7 | NON-CORE | Evaluate Air Traffic Control (ATC) training programs |
| E7 | CORE | Evaluate and qualify air traffic controllers |
| E7 | CORE | Investigate airspace issues |
| E7 | CORE | Liaison with Federal Aviation Administration (FAA) personnel |
| E6 | CORE | Maintain logs and records (equipment, hot area event, tower visibility, etc.) |
| E6 | CORE | Maintain physical security of Air Traffic Control (ATC) spaces |
| E7 | CORE | Manage Air Traffic Control (ATC) assigned airspace |
| E7 | CORE | Manage Air Traffic Control (ATC) equipment |
| E7 | NON-CORE | Manage Air Traffic Control (ATC) expeditionary services |
| E7 | CORE | Manage Air Traffic Control (ATC) facilities |
| E7 | NON-CORE | Manage Air Traffic Control (ATC) facility waivers |
| E7 | NON-CORE | Manage air traffic control Naval Air Training and Operating Procedures Standardization (NATOPS) programs |
| E7 | CORE | Manage air traffic control personnel |
| E7 | NON-CORE | Manage air traffic control procedure correspondence |
| E7 | CORE | Manage air traffic control publications libraries |
| E7 | CORE | Manage air traffic control training programs |
| E6 | NON-CORE | Manage airfield operations |
| E7 | CORE | Manage airspace |
| E7 | NON-CORE | Manage Department of the Navy (DoN) air traffic control program for obstruction evaluation, airport and airspace analysis |
| E7 | NON-CORE | Manage Department of the Navy (DoN) navigational aids within the National Airspace System (NAS) and at overseas installations |
| E7 | NON-CORE | Manage Department of the Navy (DoN) participation in the federal rule-making process |
| E7 | NON-CORE | Manage deployment and procurement of air traffic control systems |
| E7 | NON-CORE | Manage facility Air Installation Compatibility Use Zone (AICUZ) programs |
| E6 | CORE | Manage Search And Rescue (SAR) efforts |
| E6 | CORE | Prepare Air Traffic Control (ATC) audio tape transcriptions |
| E4 | CORE | Prepare Air Traffic Control (ATC) communication messages |
| E7 | CORE | Prepare Air Traffic Control (ATC) hazard reports |

| | | |
|----|----------|---|
| E7 | CORE | Prepare Air Traffic Control (ATC) specialist certificate/revocation packages |
| E7 | CORE | Prepare Operational Capability Improvement Requests (OCIR) |
| E7 | NON-CORE | Prepare pre-battle data |
| E7 | NON-CORE | Process Altitude Reservation (ALTRV) requests |
| E7 | CORE | Process operational errors or deviations |
| E7 | NON-CORE | Provide technical assistance and inputs for Air Traffic Control (ATC) systems |
| E7 | NON-CORE | Provide technical support on airspace matters |
| E7 | CORE | Request Federal Aviation Administration (FAA) waivers |
| E6 | CORE | Supervise Air Traffic Control (ATC) watch team personnel |
| E7 | CORE | Update Air Traffic Control (ATC) manuals |